

CURRICULUM VITAE



NAME	ABDUL MAJID
F/ NAME	ABDUL WAHID
PP NO	BC- 0575033
NATIONALITY	PAKISTANI
MARITAL STATUS	MARRIED
D.O.B	13-03-1969
VISA STATUS	

QUALIFICATION:

**GRADUATE IN MARKETING MANAGEMENT
COMPUTER LITERATE (MS OFFICE)
UAE VALID LTV DRIVING LICENCE**

EXPERIENCE:

**ZAAD AUTO PARTS CO ABU DHABI,UAE
SALES AND CUSTOMER SERVICE
EXECUTIVE (2012 –2018)**

RESPONSIBILITIES:

- **EXPERIENCE IN SPARE PARTS SALES BUSINESS.CONDUCTING
REGULAR FIELD VISITSTO ASSESS BUSINESS REQUIREMENTS
AND MAINTAINING GOOD RELATIONSHIP WITH CUSTOMERS.**

- IDENTIFYING CUSTOMERS NEEDS AND RECOMMENDS SUITABLE OFFERS TO IMPROVE PARTS SALES.IDENTIFYING NEW PROJECTS AND
- COMPANIES BEING ESTABLISHED,STRONG CUSTOMERS HANDLING SKILLS.
- ATTEND TO CUSTOMERS AND PROVIDE PARTS FOR ALL BRANDS.
- RECEIVE CUSTOMERS ENQUIRIES AND IDENTIFYING CORRECT PARTS NUMBERS USING PARTS CATALOGUES.
- PREPARE QUOTATIONSSALESORDERS SALES RETURNS.HAVING GOOD KNOWLEDGE OF AUTOMOBILES AND RELATED PRODUCTS.
- MAINTAINING CURRENT CLIENTS AND POTENTIAL CLIENTS RELATION SHIP.IDENTIFYING AND RESOLVE CLIENTS CONCERNS.
- PREPARE COMPUTER DRAFT FOR WARE HOUSES FOR RECEIVED AND SOLD PARTS.
- PREPARE INVOICES FOR RECEIVED AND SOLD PARTS.DEVELOP AND IMPLEMENT SPECIAL SALES ACTIVITIES TO REDUCE STOCKS.
- RECHEKS AND PACKAGES PARTS TO BE DELIVERED TO CUSTOMERS.
- UPDATES ENTRIES IN SYSTEMS AND FOLLOW UP ONPURCHASE ORDERS.
- SUBMITS MONTHLY REPORTS, LISTINGS CLIENTS WITH OUT STANDING BALANCE.
- DELIVER EQUIPMENTS TO CUSTMERS AND FAMILIRISE THEM ITS OPERATION.FOLLOW UP FOR COLLECTION OF PAYMENTS.
- NEGOTIATE SALES CONTRACTS. FINALISE SALES AGREEMENTS AND ENSURE TIMELY PAYMENT OF RECEIVABLES.
- MANAGING RETAIL AND WHOLE SALES BUSINESS,ENHANCING SALES THROUGH OUT DOOR MARKET VISIT AND CONTACT WITH CUSTOMERS.

EXPERIENCE:

- UNITED IND: DUBAI,UAE.
STORE INCHARGE (2001-2009)

○ **EXPERIENCE:**

HAPCO AUTO SPARE PARTS TRD CO DUBAI , UAE.

STORE KEEPER

(2019-2022)

○ **RESPONSIBILITIES:**

- **SUPERVISE WAREHOUSE OPERATION AND OVERSEE EMPLOYEES.**
- **CONTACT VENDORS AND RESPONSIBLE FOR RETURNING DAMAGED GOODS TO VENDORS. RESPONSIBLE FOR RECEIVING ALL SHIPMENTS OF PRODUCTS AND**
- **STORE THEM IN ORGANIZED MANNER. TRACK INVENTORY OF PRODUCTS ON**
- **SHELVES AND STORAGE UNIT. MAINTAINED RECORD OF PRODUCTS BEING SHIPPED AND RECEIVED. PERFORM ANNUAL PHYSICAL INVENTORY.**
- **ORDER AND RECEIVE SUPPLIES. CONTACT VENDORS TO DISCUSS DISCREPANCIES AGAINST PURCHASE ORDERS. MAINTAINED STORE FACILITIES TO ENSURE SMOOTH FUNCTIONING,**
- **RESPONSIBLE FOR UPKEEP OF VARIOUS APPROPRIATE RECORDS OF MATERIALS RECEIVED.**
- **ISSUED SUPPLIES AS PER THE DEMAND OF THE CLIENTS AND MAINTAINED RECORDS OF PAYMENTS. REVIEW INVOICES MAINTAIN ORDERS, AND PERFORMED PERIODIC INVENTORIES, DAILY SUPERVISING OF STOCKS, DAILY SALES AND CASH HANDLING, INWARD AND OUTWARD STOCK CHECKING.**
- **TO SEARCH MATERIALS ACCORDING TO STOCK NUMBER, TO KEEP THE MATERIAL ON THE RACKS , PALLETS, PERSONAL VERIFICATION OF ARTICLES,**
- **PLACING OF ORDERS PREPARE STOCK POSITION NOTES, INSPECTION OF DELIVERED MATERIALS BY THE SUPPLIERS.**

○ **CONTACT NO :**

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